

City of Portage
Fee Schedule
 Effective January 1, 2025

Administration

2-2	Annexations.....	\$250 plus state fees and equivalent town taxes
2-140	Special Meeting (If not called by the City) ...	\$50
2-442	NSF Checks	\$30
2-455	Publication Fee.....	\$50
2-458	Hazardous Waste Reimbursement.....	Actual Cost
2-460	Special Assessment Letter	\$50
2-534	Public Records	\$0.25/page or actual search costs \$5 per CD

Airport

2-201	Hangar Nos. 1-5	\$74.26/month
2-201	Hangar Nos. 6-13	\$127.31/month
2-201	Hangar Nos. 14-15	\$159.14/month
2-201	Main Hangar	\$153.83/month/aircraft
2-201	Ground Hangar.....	\$0.10/square foot/month

Animals

6-53(a)	Dog and Cat License.....	\$15 spayed or neutered per license year \$25 not spayed or neutered per license year Includes use of Dog Park 2024 license year
6-54(a)	Kennel.....	\$35/kennel of twelve (12) or fewer dogs and an additional \$3.00 for each dog in excess of 12.
6-55	Late Fee	\$5
6-102(c)(1)b	Dangerous Animal License	\$180 annually, 1 st year is prorated
6-122(b)	Keeping of Chickens.....	\$75 initial fee \$25 annual renewal fee

Buildings and Building Regulations

10-37(d)(2)	Transfer, place or dump soil fill within the City.....	\$20 + \$10/truck
10-39	Preliminary Inspection for Relocating Structure.....	\$454 + Bond + Insurance
10-39	Commercial Remodel (Excludes Mechanicals).....	\$0.15/sq. ft. – Min. \$313
10-39	Commercial New, Additions, Remodel for Storage or Shell Buildings (>144) (Excludes Mechanicals)	\$0.13/sq. ft. – Min \$313 + Erosion Control
10-41	Residential: New Construction (Includes: decks, garages, basements & Mechanicals)	\$0.38/sq. ft. (\$963 min.) + San Sew Connection fee + Erosion Control
10-41	Residential, Remodel & Addition.....	\$0.38/sq. ft. (\$188 min.) + \$50 zoning review + Erosion Control (Addition only)
10-41	Foundation - Residential	\$313 + Erosion Control
10-41	Garage (Detached)	\$0.22/sq. ft. + \$50 zoning review + (\$219 min.)
10-41	Deck	\$0.75/sf (min. \$219)
10-41	Commercial New construction, Addition, Commercial Multi-Family (3 Family or More) Restaurants, Motels, Offices, CBRF, Taverns, Mercantile, Assembly Halls, Manufacturing & Industrial, Schools, Hospitals, Schools, Institutional, and Vehicle Repair and Storage, etc.	\$0.23/sq. ft. (\$313 min) + Erosion Control
10-41	Foundation – Commercial (Early Start).....	\$500 + Erosion Control
10-41	Re-inspections	\$85/hr

10-76,116,191	Work Begun Without a Permit	Plumbing, HVAC, Building & Electrical Double permit fees
10-76(2)	Plumbing permit	\$132 – Residential (admin only \$63) \$0.10/sq. ft. (\$188 min) – Commercial
10-116	Heating, Ventilating, Air Conditioning.....	\$132 – Residential (admin only \$63) \$0.09/sq. ft. (\$188 min) – Commercial
10-154	Electrical permit.....	\$194 - Residential \$0.10/sq. ft. (\$250 min) – Commercial
	Miscellaneous (Windows, Siding, Doors, Roof)	\$94 – Residential only
	Signs	\$150/Ground Sign + Elec. Permit if required
10-228	Erosion Control	\$188 - New One & Two Family \$125 - Residential Additions \$313 for 1 st Acre + \$94/Addl Acre Commercial
10-269(b)(1)	Stormwater Management Permit	\$250
10-270(b)	Alternate Stormwater Plan Preparation.....	Actual Cost
10-303	Driveway	\$100
	Manufacturing and HUD Dwellings	\$482 + \$0.38/sq. ft. + San Sew Conn. Plus State Seal (New One and Two Family) Cost of seal + \$2
	Raze/Demolition.....	\$125 – Residential \$188 - Commercial
30-83	Wood-Fired Furnace Permit Fee.....	\$75

Business Licenses

14-52	Reserve Class “B” Initial Fee	\$10,000 per license
14-53	Fermented Malt Beverage Wholesale	\$25 per license year
14-53	Class “A” Intoxicating Liquor	\$500 per license year
14-53	Class “B” Intoxicating Liquor	\$500 per license year
14-53	Class “A” Beer Retailers.....	\$50 per license year
14-53	Class “B” Beer Retailers.....	\$100 per license year
14-53	Class “C” Wine}.....	\$100 per license year
14-53	Temporary Class “B” Beer & Wine Picnic	\$10 per license
14-53	Change of Agent.....	\$10
14-53	Change of Premises Description.....	\$20
14-53	Change of Trade Name.....	\$20
14-53	Late filing of alcohol license application	\$50
14-94(a)	Operator’s License	\$40 per license year
14-94(b)	Provisional License	\$15
14-132	Cigarette License	\$100 per license year
14-194(a)	Direct Seller.....	\$40 per month
14-303	Junk Dealer	\$50 per license year
14-306	Special Junk Dealer	\$10 per day
30-415	Sale of Fireworks Permit	\$300

Emergency Services

22-38(c)	False Fire Alarms involving system malfunctions	4 th – 7 th alarms in any year, not less than \$100 and no more than \$200 for each violation, plus applicable assessments, penalty surcharge and court costs. 8 th – 10 th alarms in any year, not less than \$200 and no more than \$400 for each violation, plus applicable assessments, penalty surcharge and court costs. 11 or more alarms in any year, not less than \$400 and no more than \$800, plus applicable assessments, penalty surcharge and court costs
22-38(c)(2)	False Fire Alarms Malicious	Not less than One Thousand Dollars (\$1,000) and no more than Two Thousand Dollars (\$2,000), plus applicable assessments, penalty surcharge and court costs
22-39(c)(1)	False Burglar Alarms.....	\$25 Second alarm for location in period of one year \$50 Third alarm for location in period of one year \$75 Fourth alarm for location in period of one year \$100 Fifth & subsequent alarms for location in one year

Environment

26-73(a)	Natural Lawn	\$25
26-106	Lawn Mowing	\$55 plus time, material and equipment costs

Equipment Rates

Use Wisconsin DOT Classified Equipment Rates published annually

Fire Prevention and Protection

30-81	Burning Permits.....	\$25
30-82	Occupancy Permit and Inspection	\$150
30-83(c)(1)	Outdoor Furnace Permit.....	\$75
30-416	Fireworks.....	\$300
30-344	Fire and Smoke Detection Systems.....	
	Acceptance Testing	\$75/inspection

Hunting

46-31	Bow/Cross Bow Hunting Permit.....	\$5
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Motor Vehicles and Traffic

50-88(a)(1)	Short Term Parking.....	\$5
50-88(a)(2)	Long Term Parking.....	\$10
50-151(d)	Parking Violations	\$15
	Blocking Driveway.....	\$15
	Official Sign	\$15
	Yellow Line	\$15
	Fire Lane	\$25
	Fire Hydrant	\$50
	Snow Emergency	\$50
	Handicap Parking.....	\$50
	Other	\$15
50-183(b)(2)	Bicycle.....	\$5
50-374(c)	Junked Vehicles and Appliances on Private Property	\$200
50-401(e)	Horse Drawn Vehicle License.....	\$125 per vehicle

Parks Department

54-42 Fees and Charges Cross Reference with 54-93

54-93 Park Shelter Reservation Fees:
Tiers assigned by Parks and Recreation Board
R – Resident NR – Non-resident

Tier 1 Shelters.....	\$45 R \$70 NR (Monday – Friday)
.....	\$55 R \$80 NR (Saturday & Sunday)
Tier 2 Shelters.....	\$35 R \$60 NR Monday – Friday)
.....	\$45 R \$70 NR (Saturday & Sunday)
Tier 3 Shelters.....	\$25 R \$50 NR (Monday – Friday)
.....	\$35 R \$60 NR (Saturday & Sunday)

Fairgrounds (Veterans’ Memorial Field Buildings)

Agriculture Bldg.....	\$150/day
Ball Fields.....	\$75/day, \$125/day lights & lining/field prep
Bidwell Bldg.....	\$150/day
Building 6.....	\$150/day (restrooms included)
Building 7.....	\$150/day
Building 8.....	\$200/day
Grandstand & Track.....	\$250/day
Horse Arena.....	\$100/day
Green Space – Fair Blvd.....	\$100/day

Dog Park (Effective 1/1/2021)

Residents.....	Included with Dog License
Non-Residents.....	\$30/year

54-49 Metal Detecting on City Property \$20

Police

50-87 Short-Term Parking (72 hrs or less)..... \$5
Long-Term Parking (Max. 90 days)..... \$10

Recreation Program Fees

Resident fees apply to City of Portage residents. Non-residents may be charged an additional fee, depending on the program.

Youth Programs:

Resident..... \$5-\$200 per event per person

Adult Programs:

Softball..... \$350/team
Volleyball..... \$175/team

Storage Fees – Veterans Memorial Field Buildings (plus 5.5% Sales Tax)

Indoor, secured storage:

Resident..... \$15/foot
Non-Resident..... \$20/foot

Outdoor, unsecured storage:

Resident	\$10/foot
Non-Resident	\$15/foot

Items will be measured by City Staff from front to back, trailers and hitches included. Renters will pay a one-time fee at Move-In to the City of Portage.

46-31(e)	Bow Hunting on City Property	\$5
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Solid Waste

62-36(c)(1)	Tax Exempt Properties	Annual contract cost for weekly pick up of approved container plus \$25 annual administration fee
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Streets

66-5	Dumpster Permit	\$25
66-54	Street Opening Permit.....	\$150 plus deposit/bond
66-92(c)	Street Privilege Permit	\$25 plus bond
66-126	Snow & Ice Removal (sidewalks).....	\$55 plus actual cost for removal
66-265	Street Use Permit.....	\$25
66-321	Special Event Permit Fees	\$30 plus reimbursement of actual staff costs

Right of Way Discontinuance (66.1003 Wis. Stats.)	\$250 + Exhibit + Recording Fees
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Subdivision

70-4	Preliminary Plat	\$250 plus \$10/lot
70-5	Final Plat	\$100 plus \$5/lot
70-10(d)	Fee in Lieu of Parkland dedication	\$600/dwelling unit
70-11	Certified Survey Map	\$100

Taxation

74-32(d)	Hotel/Motel	\$100 per license year
	Short Term Lodging.....	\$20
	Tax Exempt Property Filing	\$20

Utilities

78	Sewer Connection Charge.....	New residential construction \$700 per Residential Equivalent Connection up to two (2); and \$600 per Residential Equivalent Connection thereafter the first two (2) Residential Equivalent Connections for multi-family. Commercial, industrial and other non-residential sanitary sewer hook-up fees shall be based on the City Engineer's estimate of the number of Residential Equivalent Connections based on the plumbing design submitted. The applicant shall have the opportunity to request a one time hook-up adjustment based on actual flows after (2) years have elapsed, but prior to (3) years elapsing from the actual hook-up.
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78-127(c) Sewer Service Charge
 Category A
 Fixed Monthly Charge = \$14.44/equivalent 5/8 inch meter
 Volume Charge = \$4.21/1,000 gallons
 Category B
 Fixed Monthly Charge = \$14.44/equivalent 5/8 inch meter
 \$33.75/1" Meter
 \$62.50/1.5" Meter
 \$81.25/2" Meter
 \$145/3" Meter
 \$237/4" Meter
 Volume Charge = \$4.21/1,000 gallons
 Surcharge for BOD greater than 250 mg/l=\$0.55/lb.
 Surcharge for Suspended Solids greater than 250 mg/l=\$0.54/lb.
 Surcharge for Total Phosphorus greater than 7.0 mg/l=\$3.21/lb.

78-127(g)(1) Disposal of Septic Tank Sludge and Holding
 Tank Sewage Permit.....\$50 per calendar year

78-127(g)(3)(b)
 Sewer Charge for Disposal of Septic Tank\$60.11/1,000 gallons
 Sludge and Holding Tank Sewage\$10.38/1,000 gallons
 BODS/Suspended Solids <250 MG/L Total P <10 MG/L
 High-strength Wastewater - \$60.11/1,000 gallons
 BODS/Suspended Solids 250 – 1000 MG/L Total P
 10 – 20MG/L

 Portable Toilet Waste - \$60/1000 gallons

 Extra-strength Waste – Not accepted.
 BODS/Suspended Solids >1000 MG/L Total P> 20MG/L
 Grease and Settling Basin Material – Not accepted
 Administrative Fee: \$10 per load for non-permitted haulers.

 Analytical Fees (if required by City):
 BODs = \$28.85 per test
 Suspended Solids = \$13.60 per test
 Total Phosphorus = \$33.60 per test
 PH = \$11.60 per test
 Ammonia Nitrogen = \$32.25 per test

78-132(b) Sewer Permit Appeal\$50

Water Utility:

Rates: See Water Monthly Service Charges/Water Plus Volume Charges as shown on
 Utilities page at <https://www.portagewi.gov/utilities-water-and-wastewater>.

Temporary Metered Supply, Meter and Deposits:

Service charge for setting the valve and furnishing meeting:
 \$35

 Deposit for valve and meter \$1,000

Vehicles for Hire

86-35(c) Taxi Driver's License..... \$30 per license year
 86-35(c) Provisional Taxi/Cab Operator License..... \$30

Zoning

90-34/90-476	Zoning and Occupancy Permit	\$150 (Occupancy Permit included in construction permit for single & 2-family homes)
90-36(2)	Conditional Use Permit	\$200 plus recording fee
90-36(3)	Variance	\$200 plus recording fee
90-74	Site Plan Review	\$100
90-93	Shoreland Zoning Code Amendment.....	\$250 plus Consultant Expenses
90-171	PUD Planned Unit Development.....	\$250 Admin Costs Plus Actual Review
90-633	Signs.....	\$150 Sign + bldg. & elec. if required
90-62	Accessory structure (144 sf max).....	\$94 (residential only)
90-121	Fence	\$75
90-122	Above-Ground Pool.....	\$157
90-470	Zoning Ordinance Amendment	\$300 plus Consultant Expenses
90-471	Zoning Map Amendment.....	\$250
90-774	In-Ground Pool.....	\$344
90-806	Mobile Home Park Developer's Permit	\$50

Miscellaneous

Mileage	Total miles (round trip) x	Current IRS Rate
Materials	Actual invoice costs (including cellular devices at \$.75 per minute)	
Park & Rec/DPW Building Room Rental	Resident - \$75/day, Non-Resident - \$150/day	
.....	Deposit - \$250 (check required)	